

EMERGENCY POLICY AND PROCEDURES <i>Department of Earth & Planetary Sciences</i>

IN CASE OF EMERGENCIES FOLLOW THIS POLICY AND PROCEDURE

Priorities

1. **Life & Health:** First and always, take action to save life and health.
2. **Communication:** Inform authorities and arriving help. If fire, activate fire alarm.
3. **Property:** Take action to protect property.

What to do

1. **For injured persons:**
 - A. **Clearly a minor injury:** Take them to the campus Health Service (Umrath Hall), then do steps 4 and 5.
 - B. **Uncertain or suspected major injury:** Do steps 3, 4, and 5.
2. **For fire, water, flood, or spread of hazardous substances:**
 - A. **Stop the cause:** if possible, then do steps 4 and 5.
 - B. **If you can't stop cause, and evacuation needed:** sound fire alarm, then do steps 4 and 5.
 - C. **If evacuation not needed:** do steps 4 and 5.
3. **Telephone campus police (5-5555):** State nature of emergency, location (building and room number), and your name. Stay on phone unless told to do otherwise, or evacuation is necessary.
4. **Telephone, or have someone phone, as directed in "*Whom to call*" below.**
5. **Remain at or near the site.** Inform and help those who arrive.

Whom to call

		<u>campus</u>	<u>off campus</u>
Security, Fire	WU campus Police	5-5555	
Utilities, Maintenance	Bob Osburn (laboratory administrator)	5-4555	9-984-8453
	WU Maintenance	5-5544	
Chemical, Radioactive	Randy Korotev (chemical hygiene coordinator)	5-5637	9-993-0055
	WU Radiation Safety Office	2-3476	
Medical, major	WU Police (EMS, ambulance)	5-5555	
Medical, minor	WU student Health Service	5-6666	
Poison	Poison Control		9-772-5200
Person in charge of lab	_____	_____	_____